

March 26, 2019

Email: keith.barber@dailyreporter.com

Mr. Keith Barber  
Daily Reporter  
Box 92933  
Milwaukee, WI 53202-0933

SUBJECT: Request for proposal for MKE Physical Access Control System Upgrade Construction Manager

PROJECT NO.: A211-17002

Dear Keith:

Kindly run the following in the Daily Reporter one (1) time only.

Milwaukee County Department of Administrative Services, Architecture, Engineering and Environmental Services Division is requesting proposals for professional Construction Managing services to provide the following:

- Provide management, administration and oversight of the Project construction contract.
- Review a job specific safety program provided by the Contractor(s).
- Review construction work and phasing plans with GMIA Departments, including tenants, and make recommendations to minimize disruption to Airport and tenant operations.
- Ensure construction activities/shutdowns/closures are properly coordinated with and approved by GMIA Departments and all affected tenants.
- Coordinate the use and assignment of security guards provided by the Contractor for the use of securing secured doors and portals taken out of service during the construction phase and assisting the Contractor in minimizing total downtime.
- Ensure that the Contractor has scheduled all formal code inspections with the Airport's Building Inspection and Code Enforcement Division once a pre-inspection has been performed with the Contractor.
- Manage and log/record the submission of samples, shop drawings, Operation & Maintenance (O&M) manuals, and other submittals for contract and code compliance and all software design and integration documentation for the Project.
- Maintain a log of any requests for information and manage responses for approval by the Airport Project Manager and/or the Engineer.
- Review progress pay requests for accuracy and recommend approval. Contractor shall prepare all supporting documentation for progress pay requests, including but not limited to, certified payroll tracking forms.
- Review Contractor reports, as-built drawings, and other construction documentation and ensure information is appropriately captured in Airport records. Coordinate review of documents by Engineer.
- Coordinate job site meetings and prepare meeting minutes. CM shall review and communicate information presented to Airport managers and all attendees.
- Administer the evaluation and negotiation of change orders, prepare and process change orders and contract modifications for Airport approval, and maintain a change log. All change documentation shall utilize Airport standard templates.
- Provide inspection of punch lists prepared by the Airport and Engineer to confirm all work has been completed per contract requirements.
- Security infrastructure/interfaces requirements and interdisciplinary roles with Transportation

Security Administration, Milwaukee County Sheriff, U.S. Customs, GMIA Security & GMIA IT

- Maintaining security and airport operations during construction at all times.
- Various other associated and supporting work.
- Plan set constructability review to ensure the project is buildable, cost effective, biddable and maintainable.
- Applicant must be familiar with industry code requirements involve in low voltage systems as well as construction methods involved in installation of the proposed card reader network.
- Emphasis will be placed on experience with design and construction coordination with IT and other engineering disciplines. The construction manager requires up-to-date knowledge of the latest low voltage system technologies and engineering practices.
- The construction award for the Physical Access Control Upgrade is \$1,543,040 with an alternate bid of \$70,000 for Concourse E if needed.
- A Non-Disclosure Agreement is required prior to receiving any construction documents.

All airport facilities will be required to remain in full operation while the construction proceeds. Only the areas designated in the phase drawings with agreed upon timeframes will be vacated for the work. A full RFP is available on the Milwaukee County Website. A 17% TBE participation is required.

Proposals are due April 10, 2019. A prebid meeting is scheduled April 2, 2019 10:00am in the Hardie room in the Administration building of the airport.

For further information, call Mary Turner 414-747-6233 or email [mturner@mitchellairport.com](mailto:mturner@mitchellairport.com)

We are presently sending out RFP's for the project. We would appreciate your running the advertisement as soon as possible.

Sincerely,  
Mary Turner  
Senior Engineer  
GMIA – Milwaukee County